

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
Community Nutrition Programs
Child and Adult Care Food Program

Pre-Operational Visit
CACFP Site
(Adult Day Care Centers)

1. Site Name: _____ Phone: _____

Address: _____ Date: _____

2. Regulatory Information (From Adult Day Care License or Certification):

Capacity _____	Hours of Operation _____
Functionally impaired adults served? Yes No	Months of Operation _____
Number of eligible, enrolled adults _____	Expiration Date _____

3. Meal Services (Check Meal Services requested)

<u>Meal Type</u>	<u>Time of Service</u>	<u>Estimated Average Daily Participation</u>
<input type="checkbox"/> Breakfast	_____	_____
<input type="checkbox"/> AM Snack	_____	_____
<input type="checkbox"/> Lunch	_____	_____
<input type="checkbox"/> PM Snack	_____	_____
<input type="checkbox"/> Supper	_____	_____
<input type="checkbox"/> Evening Snack	_____	_____

4. Site will obtain meals (Check one):

- | | |
|---|--|
| <input type="checkbox"/> Self preparation | <input type="checkbox"/> From central kitchen |
| <input type="checkbox"/> From school | <input type="checkbox"/> From Food Service Management Company (Vendor Agreement) |
| <input type="checkbox"/> Other (<i>specify</i>) _____ | <input type="checkbox"/> From health care facility (Vendor Agreement) |

5. Are the following food preparation and/or holding and serving facilities properly maintained in accordance with DHS sanitation and safety requirements?

	Yes	No	Comments
a. Kitchen storage and counters are clean.			
b. Refrigerator clean and maintained at a temperature of $\leq 40^{\circ}\text{F}$.			
c. Freezer clean, defrosted and maintained at a temperature of $\leq 0^{\circ}\text{F}$.			
d. Dishwashing and sanitizing procedures followed, as required by DHS.			
e. Foods maintained at proper temperatures ($\leq 40^{\circ}\text{F}$ and below or $\geq 150^{\circ}\text{F}$).			
f. Garbage and waste are covered and removed daily.			
g. Food handling procedures meet all sanitation requirements.			
h. Food is properly stored in the refrigeration/freezer units and in dry areas. All open reusable food is labeled, dated and properly stored in reusable containers.			
i. Cleaning supplies and other toxic materials are safely stored out of the reach and away from food.			
j. Food is stored at least 6" off floor (8" if in basement)			
k. Storage areas are secure from theft.			

6. Staff Records/Policies Adequate?

	Yes	No	Comments
a. Menu dated and posted			
b. Daily Production Records			
c. Daily Participation Records for each meal type			
d. Purchases for food service operation			
e. Vendor will provide daily record of food amounts delivered			
f. Household Size-Income Statements			
g. Daily Attendance records			
h. Adult participant files include individual plans of care			
i. Nondiscrimination statement			

7. Are all staff adequately trained on the CACFP requirements that pertain to their responsibilities?

8. List changes or information needed prior to enrolling in CACFP:

Program materials left on site:

- ☐ "...And Justice For All" Poster
- ☐ State Agency Guidance Memorandum Booklet for CACFP
- ☐ _____
- ☐ _____

Signature of Sponsoring Organization Representative	Date
Signature of Facility Representative	Date